



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY

CONFIDENTIAL CLERK TYPIST
HUMAN RESOURCES – EAST HARTFORD

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public
Job Title: Confidential Clerk Typist
Location: Human Resources, East Hartford
Job Posting No: 00107792
Hours: Monday through Friday 8am - 4:30pm
RDO's: Saturday and Sunday
Salary: \$34,565 to \$43,693 annually
Closing Date: April 7, 2014

Examples of Duties: The Clerk Typist position will be responsible for the following duties: Receptionist including greeting and directing visitors and providing assistance for those seeking HR forms; keeping forms stocked; receiving, sorting and distributing incoming faxes and mail; preparing memos and reports which may require extracting and compiling information from a computer data base; under the direction of the Administrative Assistant, responsible for the filing of confidential documents and copying of confidential documents; assists in maintaining supply inventory and in ordering supplies; assists in maintaining New Employee Orientation documents and responsible for the transfer/receipt of employee HR and payroll files. Performs related job duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skills; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) months as a Typist or its equivalent.

Substitution Allowed:

Graduation from high school with coursework in typing.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

Incomplete application materials will not be considered.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:
Department of Developmental Services — North Region
155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer
Email: carol.pfeifer@ct.gov Phone: 860-263-2618 Fax: 860-622-4967
Preferred method of application is via fax to 860-622-4967

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.